



Communications Officer

Department: Marketing & Communications

Report to: Director of Communications

Hours and Location: Full time, exempt. We are currently working in an employee-driven hybrid model. Our team uses our downtown Oakland office 1-2 days per week for collaborative work we do together. This policy is subject to change.

Starting Salary Range: \$100K-\$114K

About East Bay Community Foundation

Founded in 1928, EBCF was one of the nation's first community foundations. Named the country's "boldest" community foundation in 2019 by Inside Philanthropy, EBCF is dedicated to employing innovative strategies to advance an inclusive, fair, and just East Bay through four core program strategies.

- Arts and Culture for Social and Racial Justice
- Capacity Building with a Racial Equity Lens
- Community Organizing, Power Building, and Movement Building
- Fostering Inclusive Economic Models

With a strategic regional focus on Alameda and Contra Costa counties, EBCF works towards its framework of "A Just East Bay," which includes grantmaking, impact investing strategies, and a new way of taking steps to build solidarity among donors and community. We commit to employing all of our resources in service to our mission and push beyond industry norms to offer uniquely impactful opportunities for our fund advisors to help build economic equity for all.

Join EBCF in eliminating structural barriers, advancing racial equity, and transforming political, social, and economic outcomes for all who call the East Bay home for generations to come.

Position Overview

We're seeking a collaborative communications powerhouse who has a strong racial justice and social justice background to join our team.

As a key storyteller for EBCF, the Communications Officer will play a vital role in illustrating our bold approach to philanthropy and engaging a diverse range of audiences, including donors, fund advisors, institutional partners, funders, grantee partners, professional financial advisors, board members, and staff. As we approach our centennial in 2028, you will help shape the narrative around our history and its contemporary relevance.

This position is one of the organization's key content strategists, copywriters, and producers. The Communications Officer works closely with the other members of the Marketing & Communications team to create a cohesive narrative for all EBCF audiences. This position also leads the team's digital strategies across channels.

Primary Responsibilities:

These are the areas of work assigned to the Communications Officer and we do not expect applicants to have experience in every area.

Content Development

- Collaborate with teams from across the organization to understand departmental initiatives and support their communications needs.
- Conduct independent research and interviews with staff, donors, and partners as the basis for compelling, relevant, and timely content.
- Write web copy, blog posts, e-news blasts, social media posts, case studies, reports, and other editorial content to engage audiences in our work.
- Maintain our editorial style guide codifying our written standards and style and provide guidance and support to staff at EBCF who use this resource to create content.

Digital Media

- Develop content that ensures message alignment across web, social media, and email.
- Manage EBCF's social media presence, create campaigns, and adapt content to engage audiences on LinkedIn, Facebook, and Instagram.
- Manage the EBCF website, including a website overhaul, working with the developer on design and structure.

Donor Communications & Events

- Draft and edit fundraising communications including direct mail letters, email appeals, and case statements, working closely with the Development team.
- Ensure EBCF's virtual and in-person events offer rich brand engagement opportunities by supporting event leads through script, talking points, and presentation development.

Additional Responsibilities

- Manage vendors related to the above areas of work to ensure projects stay on-brand, on-time, and on-budget.
- Contribute to the development of team values principles and practices, as well as to overall organizational culture.

Reporting Relationships

The Communications Officer reports directly to the Director of Communications.

Skills, Abilities, and Knowledge

These are skills, abilities, knowledge, and experience qualifications we hope applicants will demonstrate in their application, but we do not expect applicants to possess all of these.

- 5+ years of communications experience, preferably in philanthropy, direct-service or advocacy organizations, journalism, and/or impact investing, where you were responsible for implementing content strategy, cross-channel digital strategy, and communications plans. Prior community foundation experience is an advantage but not a prerequisite.
- Strong writing skills and demonstrated experience writing various content formats including web pages, blog posts, fundraising communications, news releases, and/or commentary.
- Strong digital and technology skills and knowledge of best practices in a rapidly changing industry to drive the organization's digital strategies.
- Ability to work across departments with dynamic support needs and initiatives to achieve optimal outcomes.
- Ability to create and manage content review process and timelines, communicate expectations, and balance competing priorities.
- Knowledge of storytelling best practices, including current practices for centering community power, ethical storytelling, and asset-framing, and a mindset that language is fluid not absolute.
- Commitment to being part of a team, growing through two-way feedback, accountability, openness to respectful and productive conflict, and attention to results.

- Strong racial justice and social justice background, with the ability to listen, learn, and communicate issues related to power, privilege, and identity with integrity and authenticity.

Salary and Benefits

The salary range for this position is \$100k-\$114K

EBCF offers a comprehensive benefits package including medical, dental, and vision insurance, a 401k retirement savings plan with 5% employee match, group term life insurance, disability insurance, 15 days of paid time off in year one, 20 days in year two and thereafter, sick leave, and 17 paid holidays per year. Plus, a Flexible Spending Account, an Employee Assistance Program, an annual professional development budget, commuter benefits, and matching gifts program.

COVID-19 Vaccination: All employees are required to adhere to EBCF's COVID-19 policies.

How to Apply

To apply, please email a **combined** PDF or Microsoft Word file of a cover letter and resume to jobs@eastbaycf.org. Please use the subject line: EBCF Communications Officer.

In your cover letter, please share how your experience matches the job description and why you are interested in working for East Bay Community Foundation.

Applications will be reviewed as they are received.

The East Bay Community Foundation (EBCF) is an equal-opportunity employer with a commitment to racial justice and racial equity. EBCF does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will organization. The Foundation welcomes and encourages people of color, women, LGBTQIA+ people, and members of other historically disenfranchised groups to apply.